

POTOMAC CROSSING

HOMEOWNERS ASSOCIATION, INC.

<http://www.potomaccrossinghoa.org>

Board of Directors Meeting Minutes

Monday, March 10, 2014

Travilah Elementary School

North Potomac, Maryland

Board Members Present:

- Karen Chandler
- Michael Foecking
- Linda Mayo
- Rick Meyer
- Ligia Moss

Not present:

- Alan Czarpata
- Richard Meddings

Representing Vanguard Management:

- Jeffrey D. Luther
- Kate Werrett

Call to order with quorum by Linda Mayo at 7:14 PM.

Minutes:

The February 10, 2014 meeting minutes were read and approved by acclamation with revisions. (Rick Meyer will send revised final to Ligia Moss for posting on the PCHOA website – with a copy to Kate Werrett)

Collections Policy:

The requested recommendations as submitted by David Gardner, Esq. to revise the draft “Policy Resolution for Collection Assessments” were read and discussed. Motion by Rick Meyer with second by Linda Mayo that the document should be accepted and draft approved with the following changes:

- Paragraph V:
 - sixty (60) days shall be changed to “two quarters or 180 days.”
 - “automatically” shall be deleted
 - “accelerated” shall be changed to “accelerate remaining balance due.”
 - “will” shall be changed to “the Board may.”

Potomac Crossing Homeowners Association

c/o Vanguard Management Associates, Inc.

P.O. Box 39 \$ Germantown, Maryland 20875-0039

(301)540-8600 x3051

- Paragraph VIIB:
 - “automatically” shall be deleted
 - Following the word “accelerated” insert “by the Board”

The motion was approved by unanimous vote and the draft will be sent to Homeowners and final vote on draft to be scheduled for May, 2014 Board meeting.

Spring Maintenance Re-inspections:

As follow-up to timeline established by Board at the February, 2014 meeting:

- Draft letter as prepared by Management to be sent to all Homeowners in April announcing the inspections to be performed in May, 2014 was reviewed and approved for distribution.
- The inspections will also be included in news item within Spring, 2014 newsletter tentatively scheduled for March distribution.

Accounting for Capital Improvement Projects:

After discussion, Rick Meyer volunteered to send email to Dan Hamad, auditor for PCHOA, to solicit input on best budgeting methods for future capital improvements. This is in lieu of inviting auditors to attend May, 2014 meeting for which a charge of \$300 would be made.

Spring Social Event:

Linda Mayo led discussion on timing and themes for Spring social:

- Linda requested volunteer(s) to manage this year’s event
- Board members were invited to submit ideas for name and theme
- Karen Chandler agreed to check with Westleigh Recreation Club to see if facility would be available in late May or June and report back by email.
- Rick Meyer agreed to help with special postcards once firm date and theme were established.

Collection Action:

The Board convened Executive Session with Management at 8:00pm to review various outstanding balances due from Homeowners and provide instructions for collection.

Next Meeting: Scheduled for **7:00pm** Monday, April 14, 2014

Meeting adjourned 8:50pm.

Respectfully submitted,



W. E. "Rick" Meyer
Secretary
Approved - FINAL